# LEXMARK™

## Setup Guide

**Optra™ T**

# FCC Emissions Information

This device complies with Part 15 of the FCC Rules.  Operation is subject to the following two conditions:

(1)  this device may not cause harmful interference, and (2)  this device must accept any interference received, including interference that may cause undesired operation.

Any questions on this statement should be directed to:

Director of Lab Operations
Lexmark International, Inc.
740 West New Circle Road NW
Lexington, KY 40550
(606) 232-3000.

Please see the online User's Guide for further information.

# Safety Information

- If your product is NOT marked with this symbol ▣ , it MUST be connected to an electrical outlet that is properly grounded.
- The power cord must be connected to an electrical outlet that is near the product and easily accessible.
- Refer service or repairs, other than those described in the operating instructions, to a professional service person.
- This product is designed, tested and approved to meet strict global safety standards with the use of specific Lexmark components. The safety features of some parts may not always be obvious. Lexmark is not responsible for the use of other replacement parts.
- Your product uses a laser, exercise
  **CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.**
- Your product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.

# Getting Started
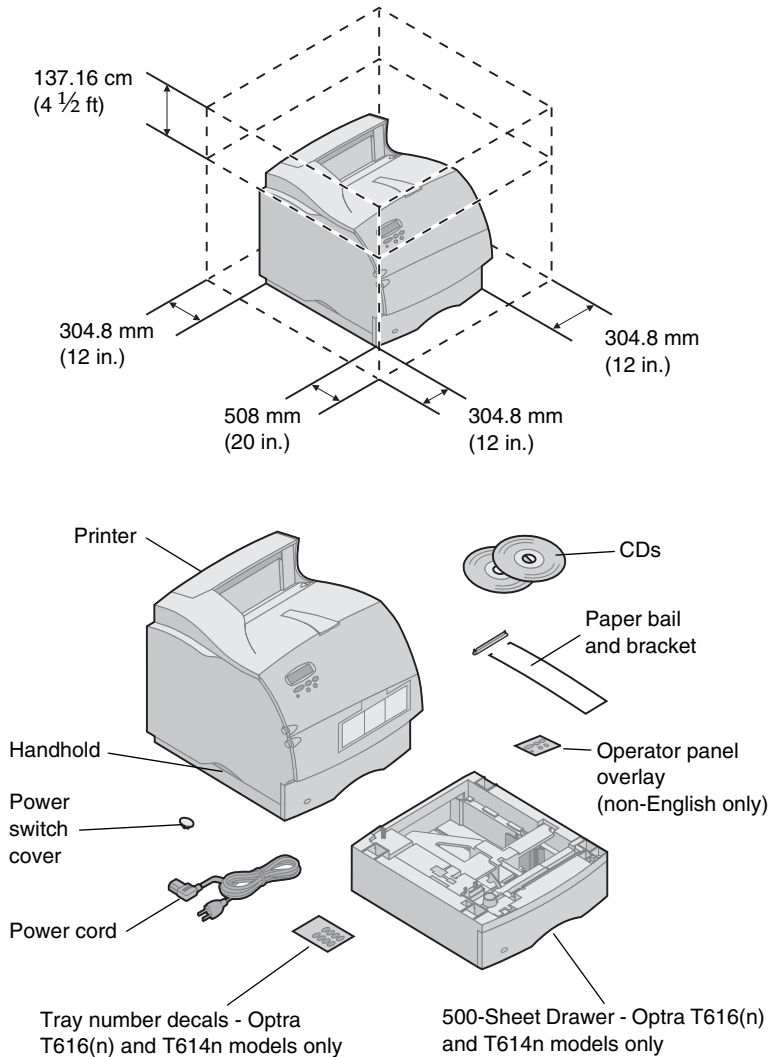
**1** Select a well-ventilated place to set up your printer. Make sure you have a sturdy, low table or the optional printer stand on which to set the printer.



137.16 cm
(4 ½ ft)

304.8 mm
(12 in.)

304.8 mm
(12 in.)

508 mm
(20 in.)

304.8 mm
(12 in.)

**2** Remove all items from the box except the printer. If any items are missing, contact the place where you bought the printer.

Save the carton and packing material in case you need to repack the printer for service or storage.

**Note:** Leave the printer in the box until you are ready to install it. Then ask someone to help you lift the printer using the handholds.



Printer

CDs

Paper bail and bracket

Handhold

Operator panel overlay (non-English only)

Power switch cover

Power cord

Tray number decals - Optra T616(n) and T614n models only

500-Sheet Drawer - Optra T616(n) and T614n models only

## Turn Off the Printer

If your printer is already set up, make sure the printer power is off and the power cord and any cables are unplugged *before* installing any options.

## Options Compatibility

Options compatible with Optra™ T printers are labeled with a colored triangle. The location of the label is shown before each option install section.
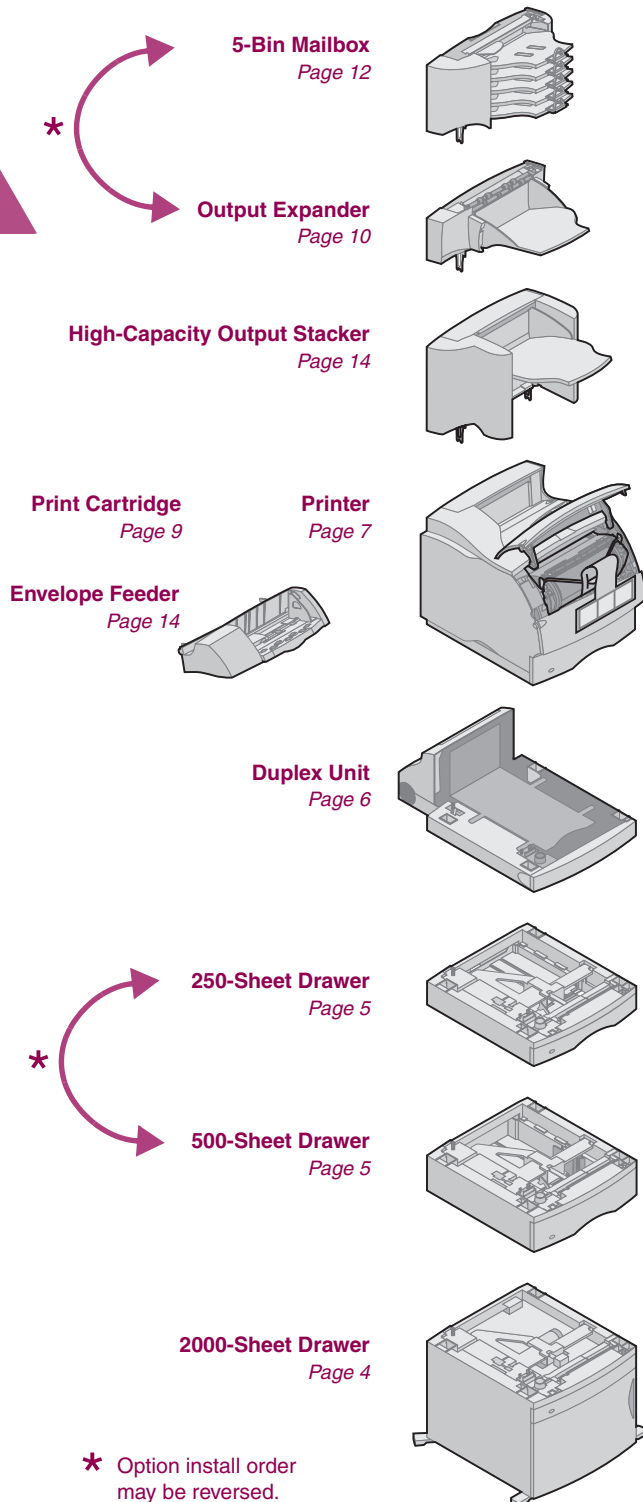
## Troubleshooting

If you encounter a problem while setting up the printer, refer to the *User's Guide,* available on the *Optra T Publications CD*, for more information.
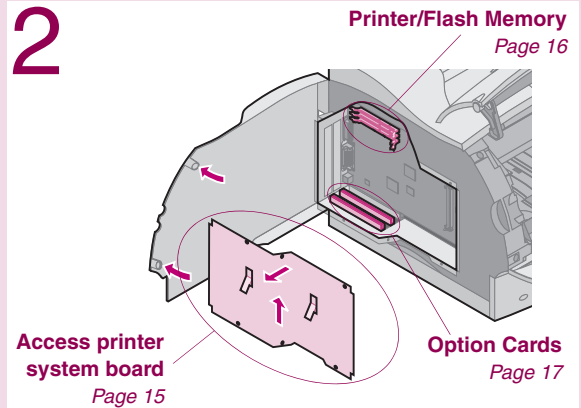
# Setup

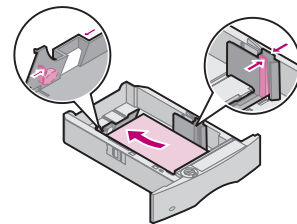## Install Paper Options and Printer

**1**

**Order of Installation**

**5-Bin Mailbox**
*Page 12*

✳

**Output Expander**
*Page 10*

**High-Capacity Output Stacker**
*Page 14*

**Print Cartridge**
*Page 9*

**Printer**
*Page 7*

**Envelope Feeder**
*Page 14*

**Duplex Unit**
*Page 6*

**250-Sheet Drawer**
*Page 5*

✳

**500-Sheet Drawer**
*Page 5*

**2000-Sheet Drawer**
*Page 4*

✳ Option install order
may be reversed.

## Install Memory and Option Cards

**2**

**Printer/Flash Memory**
*Page 16*

**Access printer system board**
*Page 15*

**Option Cards**
*Page 17*

## Load Paper

**3**

*See Page 19*

## Attach Cables

**4**
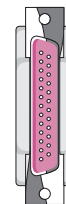
**Parallel Cable** - *Page 20*
**Serial Cable** - *Page 20*
**Power Cord** - *Page 21*

## Verify Setup
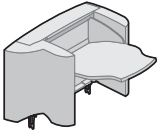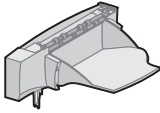
**5**

*See Page 22*

## Configure Network Printer

**6**

*See Page 23*
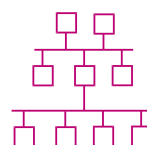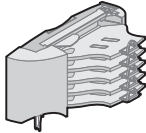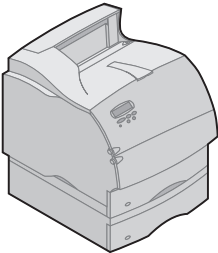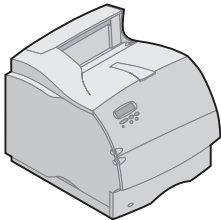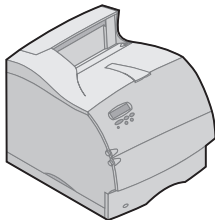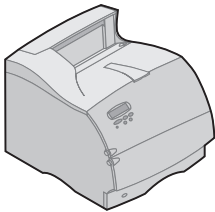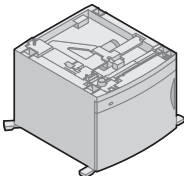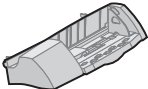
**TCP/IP** - *Page 24*
**Novell NetWare** - *Page 28*
**AppleTalk** - *Page 29*
**OS/2 Warp Server** - *Page 29*

# Step 1: Install Paper Options and Printer

***Paper Options Supported***  The table illustrates various combinations of paper options supported by your printer. All models support a duplex unit and envelope feeder.

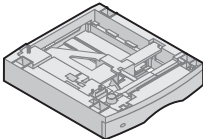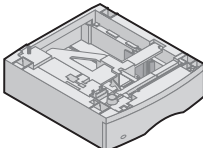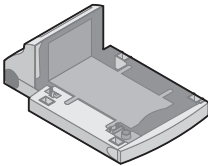| | High-Capacity Output Stacker | Output Expander | 5-Bin Mailbox | |
|---|---|---|---|---|
| **O U T P U T** | **Attach up to:**<br>**3** output expanders,<br>**2** 5-bin mailboxes,<br>**1** of each, *or*<br>**1** high-capacity<br>output stacker, *or*<br>**1** output expander *and*<br>**1** high-capacity<br>output stacker. | **Attach up to:**<br>**3** output expanders,<br>**2** 5-bin mailboxes,<br>**1** of each, *or*<br>**1** high-capacity<br>output stacker, *or*<br>**1** output expander *and*<br>**1** high-capacity<br>output stacker. | **Attach up to:**<br>**2** output expanders,<br>**1** 5-bin mailbox, *or*<br>**1** high-capacity<br>output stacker. | Does not support<br>output options |
| **P R I N T E R** | **Optra T616, T616n** | **Optra T614, T614n** | **Optra T612, T612n** | **Optra T610, T610n** |
| **I N P U T** | **Attach up to:**<br>**3** additional optional<br>drawers | **Attach up to:**<br>**4** optional drawers<br>(Optra T614)<br>**3** additional optional<br>drawers<br>(Optra T614n ships with an<br>extra 500-sheet drawer) | **Attach up to:**<br>**3** optional<br>drawers | **Attach up to:**<br>**3** optional<br>drawers |

| 2000-Sheet Drawer | 250-Sheet Drawer | 500-Sheet Drawer | Duplex Unit | Envelope Feeder |
|---|---|---|---|---|

## Installing the 2000-Sheet Drawer



Optra T label
(colored triangle)
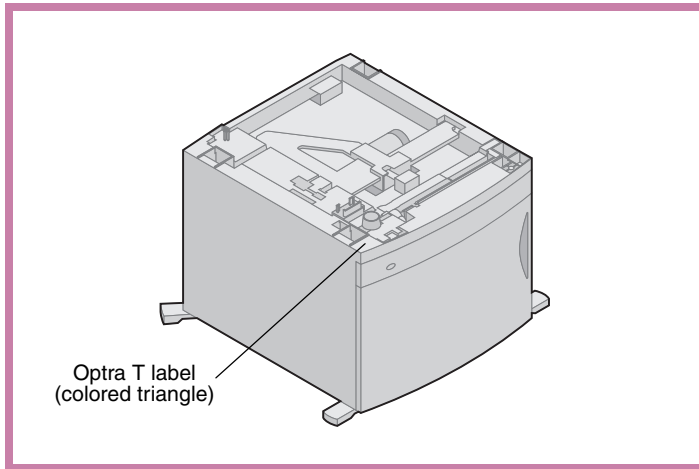
Your printer supports one 2000-sheet drawer. It gives your printer added capacity by letting you load up to four reams (approximately 2,000 sheets) of 20 lb paper.

The 2000-sheet drawer is packaged with a *User's Guide* that contains detailed instructions for installation, setup and use, including loading paper and removing paper jams.

When you have finished installing the 2000-sheet drawer, install any drawers or a duplex unit that you have purchased.

# Installing a 250-Sheet or 500-Sheet Drawer
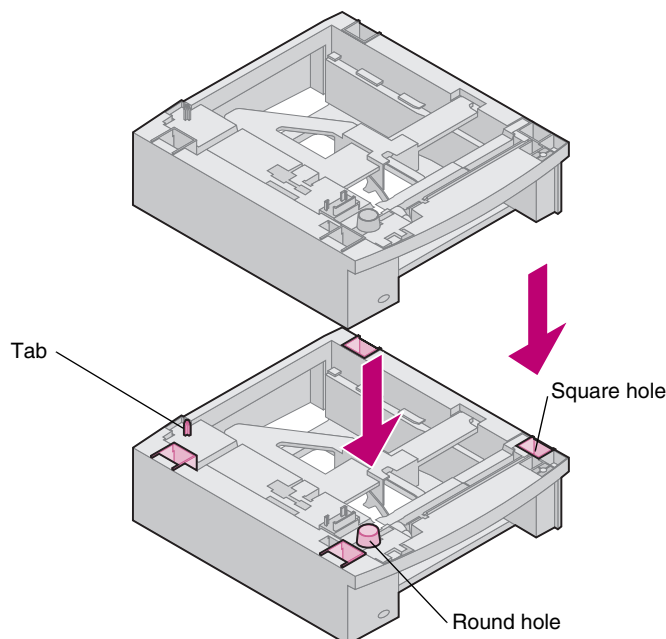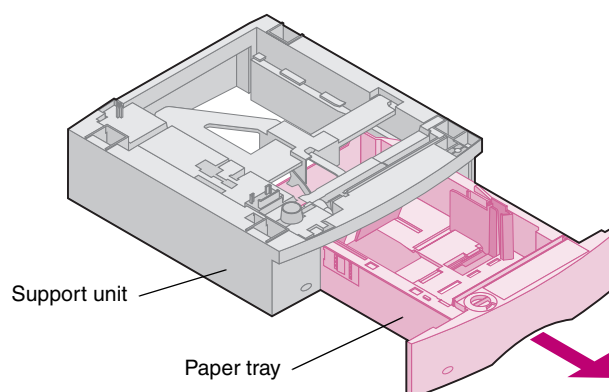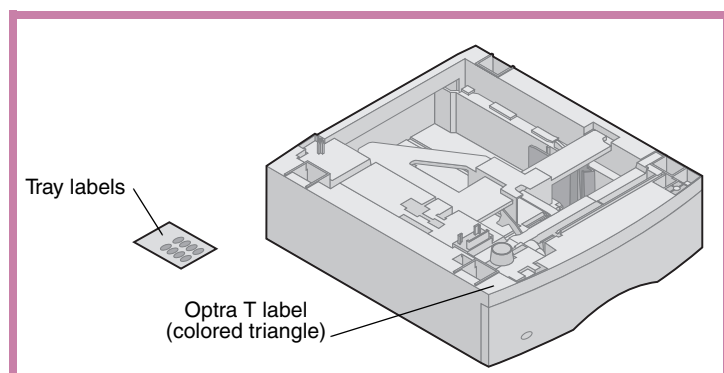
Paper drawers attach under the printer and optional duplex unit. The printer automatically recognizes any drawer that has been installed.

A drawer consists of a paper tray and a support unit. The 250-sheet drawer and the 500-sheet drawer are installed the same way.

Tray labels

Optra T label
(colored triangle)

Support unit

Paper tray

**1** Remove the tray from the support unit. Remove all packing material and tape from both the support unit and the tray.

Tab

Square hole

Round hole

**2** Place the support unit on top of any previously installed paper drawers, or the table or printer cabinet where you plan to use the printer.

The tab, round hole and square holes on top of any drawer will help you seat the support unit so the edges are aligned properly. Make sure the support unit is securely in place.
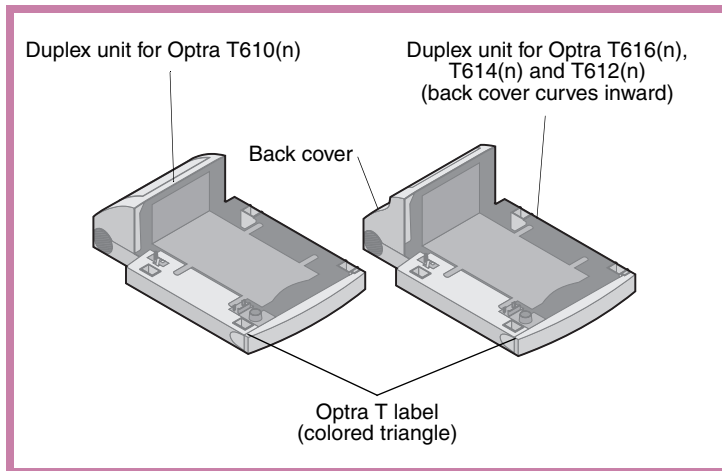
At this point, attach another optional drawer, a duplex unit or the printer.

To attach a drawer, repeat steps 1 and 2.

To attach a duplex unit, see "Installing a Duplex Unit" on page 6.

To attach the printer, see "Placing the Printer" on page 7.

# Installing a Duplex Unit

The duplex unit attaches under the printer, below the standard input tray and above any paper drawers.

Refer to the printer *User's Guide,* available on the *Optra T Publications CD*, for information on using the duplex unit.

Duplex unit for Optra T610(n)

Duplex unit for Optra T616(n), T614(n) and T612(n) (back cover curves inward)

Back cover

Optra T label (colored triangle)

**1** Place the duplex unit on top of any installed paper drawers, or the table or printer cabinet where you plan to use the printer.

The tab, round hole and square holes on top of any drawer will help you seat the duplex unit so the edges are aligned properly. Make sure it is securely in place.

To attach the printer, see "Placing the Printer" on page 7.
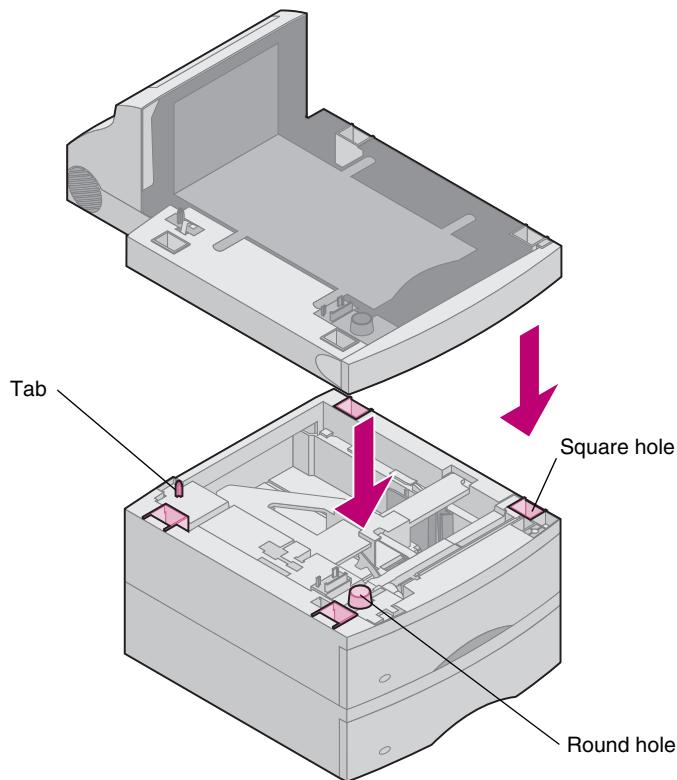
Tab

Square hole

Round hole

# Placing the Printer

- install memory or option cards

  ***and***
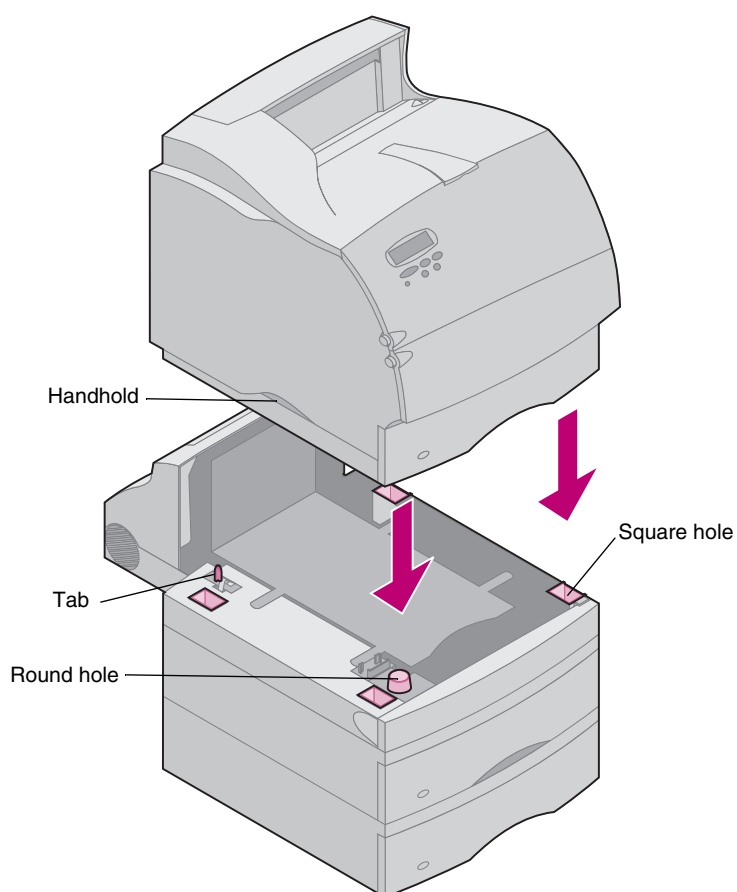
- will have less than 605.6 mm (24 in.) clearance on the left side of the printer.

**Caution!**  Make sure your fingers are not under the printer when you set it down. Use the handholds on the printer or ask someone to help you lift it.

**1**  Ask someone to help you lift the printer by the handholds and lower it onto the duplex unit, optional drawer, table or printer cabinet.

The tab, round hole and square holes on top of any drawer or unit will help you seat the printer so the edges are aligned properly. Make sure the printer is securely in place.

## To attach output options

If your printer supports output options, see:

- "Installing an Output Expander" on page 10

- "Installing a 5-Bin Mailbox" on page 12

- "Installing a High-Capacity Output Stacker" on page 14.

Handhold

Square hole

Tab

Round hole

### Attaching the Paper Bail
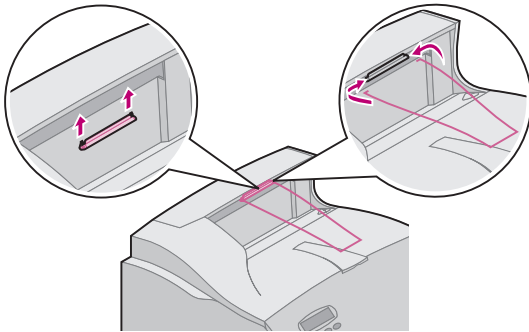


**Note:** Attach the paper bail to the top cover only if you do not plan to install a 5-bin mailbox as the *top* output option.

1 Remove the top cover of the printer and slide the plastic bracket onto the static brush holder. Adjust the bracket so it is centered over the exiting paper.

2 Place the tips of the wire paper bail into the ends of the plastic bracket so that the bail curves downward.

3 Replace the top cover.

### Attaching Decals to Paper Trays
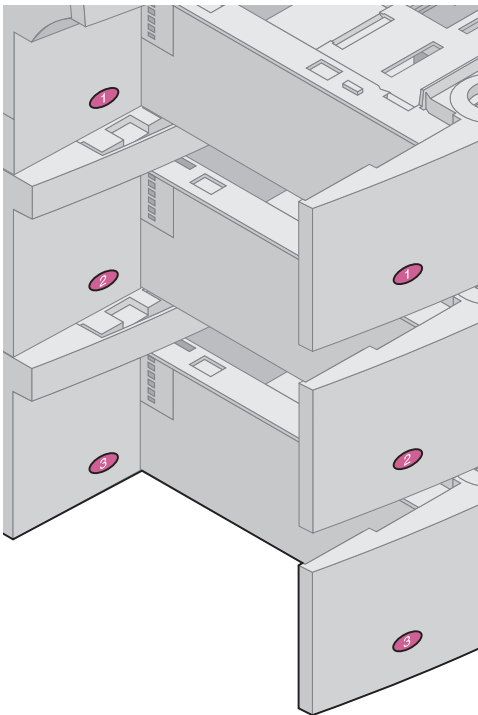


Decals showing the number "1" are on your printer and the standard input tray as shown. These decals keep the standard input tray paired with the printer.

If you purchased an Optra T616(n) or T614n printer, or optional drawers, you received a sheet of decals.

Peel the decals from the sheet and attach them to the recessed areas on the drawer and the matching tray as shown.
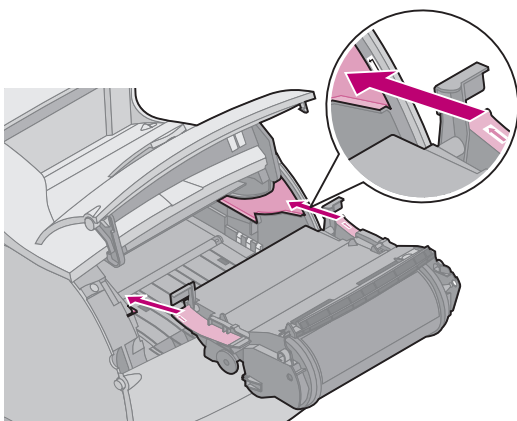
## Removing the Print Cartridge and Packaging
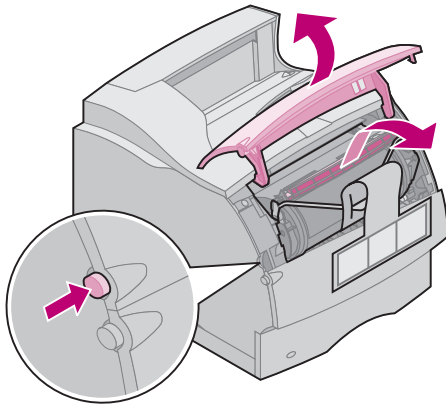
1 Push the release latch and open the upper front door of the printer.

2 Grasp the print cartridge by the handgrip and pull the print cartridge up and out.
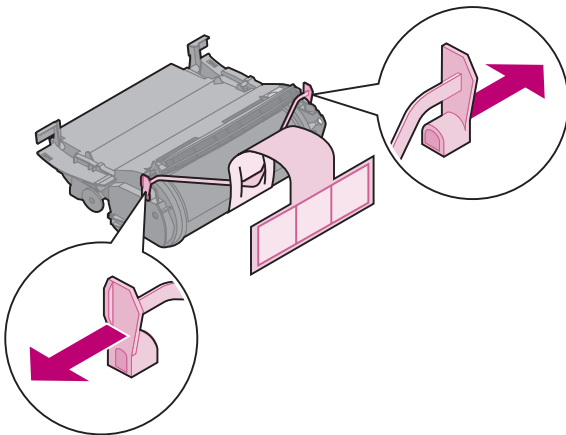
3 Pull on each end of the plastic, V-shaped piece and then pull the packaging material straight out. Discard all packaging material.

4 Reinstall the print cartridge. Align the slides on the print cartridge with the slots on the print cartridge cradle. Use the colored arrows inside the printer for placement.

5 Guide the print cartridge down as it drops and snaps into place.

6 Close the upper front door.

# Installing an Output Expander
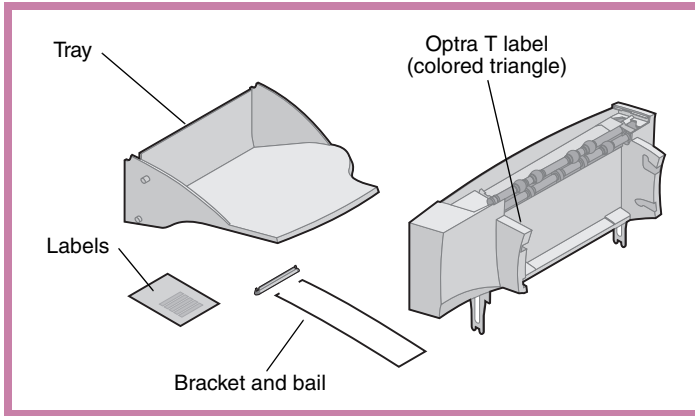
Each output expander consists of the expander and a removable tray. A paper bail, bracket, and labels are also included.

After you carefully unpack the output expander, install it immediately; otherwise, the edges of the mounting brackets could damage tabletops or fabrics.



Tray

Optra T label
(colored triangle)

Labels

Bracket and bail

**Warning!** The output expander tray is designed to hold the weight of print material only. Do not use it as a shelf; excess weight may cause it to disengage from the output expander.
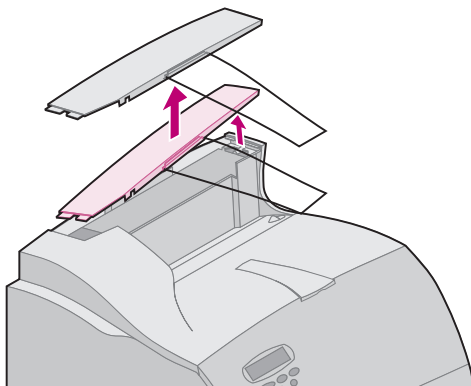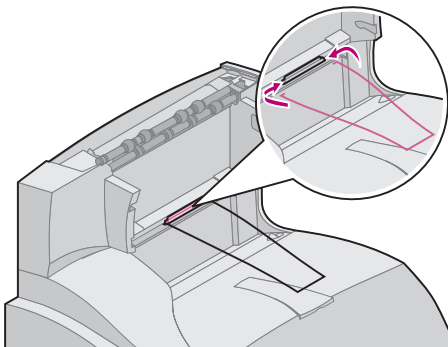


**1** Remove the top cover from the printer or previously installed output option.
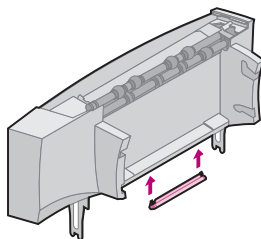
**2** Slide the plastic bracket onto the static brush holder, located near the bottom of the output expander.

Mounting bracket
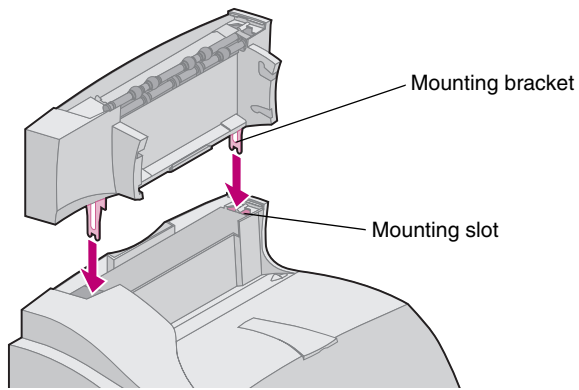
Mounting slot

**3** Insert the mounting brackets into the slots on top of the printer or output option. Make sure the output expander is seated securely.



**Note:** **Do not** attach the paper bail **unless** you are mounting the output expander on the printer or another output expander.

**4** Place the tips of the wire paper bail into the ends of the plastic bracket so that the bail curves downward.

The bail rests in the output tray of the expander below it, or in the printer output bin.
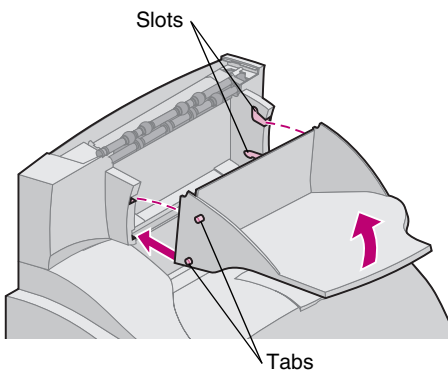


Slots

Tabs

**5** Slide the lower tabs on the tray into the lower slots on the output expander.

**6** Rotate the tray up until the upper tabs click into the upper slots.

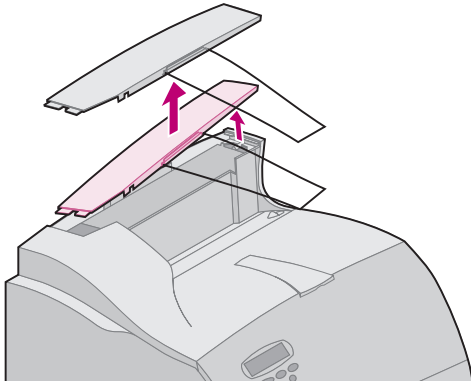**7** Attach the top cover to the output expander.

# Installing a 5-Bin Mailbox
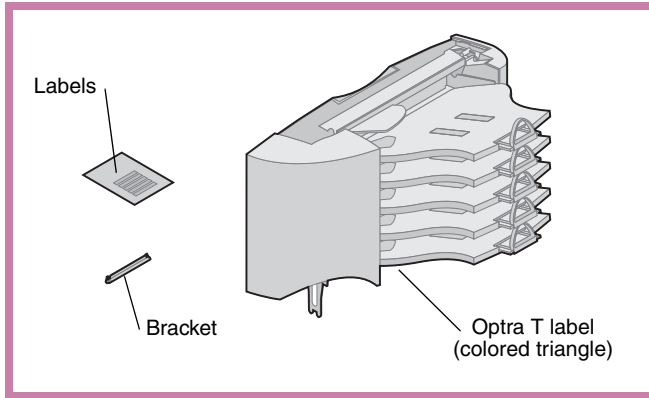
The 5-bin mailbox is shipped with a sheet of labels and a plastic bracket for attaching a paper bail.

After you carefully unpack the 5-bin mailbox, install it immediately; otherwise, the edges of the mounting brackets could damage tabletops or fabrics.

Labels
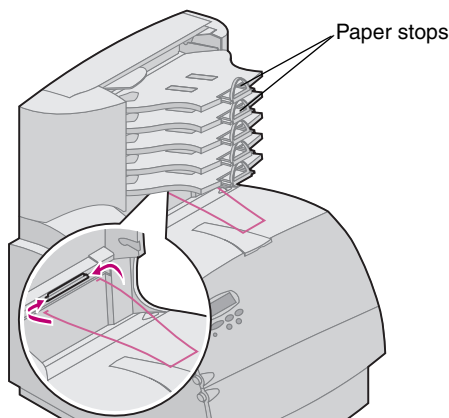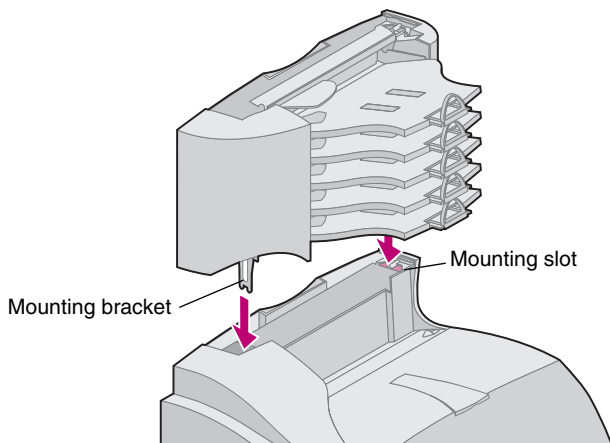
Bracket

Optra T label
(colored triangle)

**Warning!** The 5-bin mailbox is designed to hold the weight of print material only. Do not use it as a shelf; excess weight may damage it.
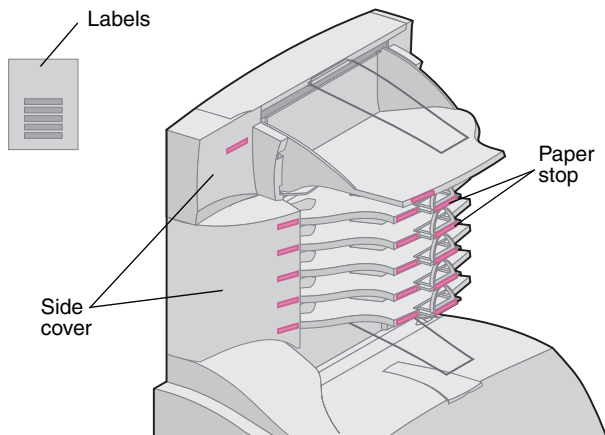
**1** Remove the top cover from the printer or previously installed output expander or 5-bin mailbox.
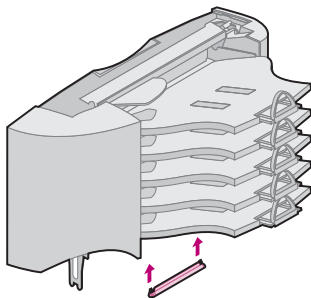
**2** Slide the plastic bracket onto the static brush holder, located near the bottom of the 5-bin mailbox.

**3** Insert the mounting brackets into the slots on top of the printer, output expander or 5-bin mailbox. Make sure the 5-bin mailbox is seated securely.

**Note:** If the 5-bin mailbox will be the topmost output option, remove the paper bail from the bracket on the top cover and store in a safe place.

**4** Attach the top cover to the 5-bin mailbox.

Mounting slot

Mounting bracket

**Note: Do not** attach the paper bail **unless** you are mounting the 5-bin mailbox on the printer or an output expander.

**5** Place the tips of the wire paper bail into the ends of the plastic bracket so that the bail curves downward.

The bail rests in the output tray of the expander below it, or in the printer output bin.

**6** Adjust the paper stops for the paper size you will use.

Paper stops

# Attaching Labels to Output Expanders and 5-Bin Mailboxes

If you purchased an output expander or 5-bin mailbox, you received a sheet of labels. These labels are provided so that you may label your various output bins.

The illustration indicates some places where you may attach the labels: output bin tray, paper stop, side cover, or wherever best suits your application.
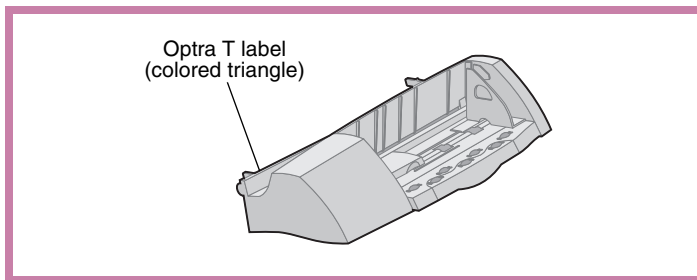
Labels

Paper stop

Side cover

## Installing a High-Capacity Output Stacker
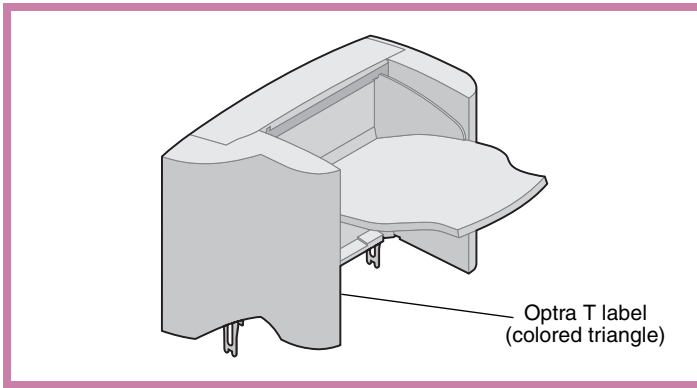
Optra T printer models T616(n), T614(n) and T612(n) support one high-capacity output stacker.

The high-capacity output stacker is packaged with installation instructions.



Optra T label
(colored triangle)

## Installing the Envelope Feeder

The envelope feeder attaches to the front of your printer behind the lower front door. It can be removed when you are not using it, making the printer more compact.

Refer to the *User's Guide,* available on the *Optra T Publications CD*, for information on using the envelope feeder.



Optra T label
(colored triangle)
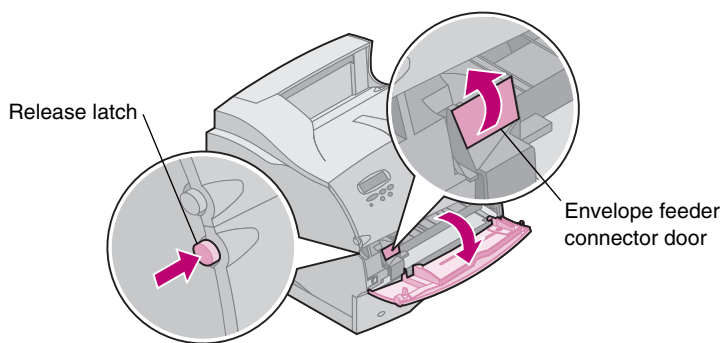
**1** Push the release latch and open the lower front door of the printer.

**2** Lift open the envelope feeder connector door.



Release latch

Envelope feeder connector door
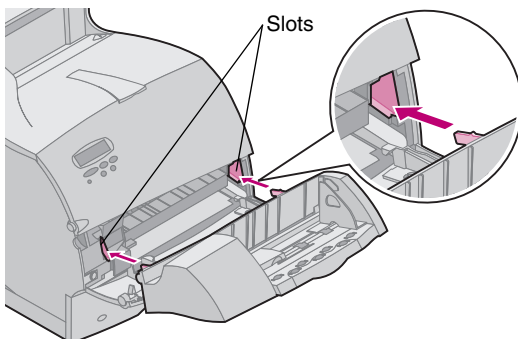
**3** Align the tabs on the envelope feeder with the slots on both sides of the printer and gently push the envelope feeder into the opening until it snaps into place.

The envelope feeder tilts downward at a slight angle when it is installed properly.



Slots

# Step 2: Install Memory and Optional Cards

## Accessing the Printer System Board

You must access the printer system board to install printer memory, flash memory, or an optional card.
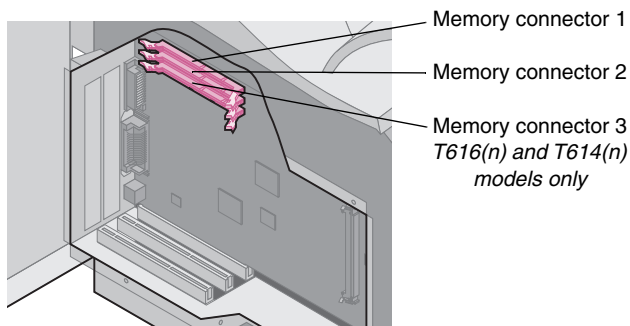
**1** Make sure the printer power is off, the printer power cord is unplugged, and all cables are disconnected from the back of the printer.

**2** Press the release latches to open the upper and lower front doors.

**3** Press down on the side door latches and open the side door.

**4** Loosen, but do not remove, the six screws as shown.

Screws

Keyhole

Tab

Tab
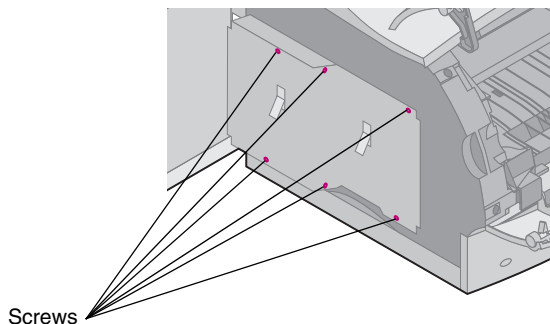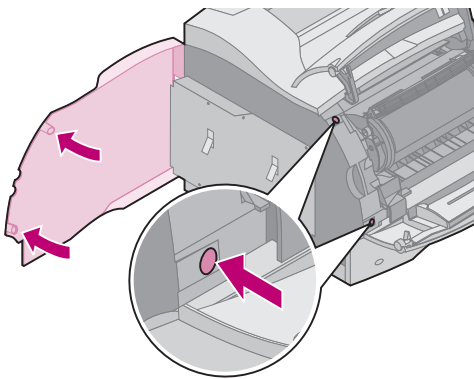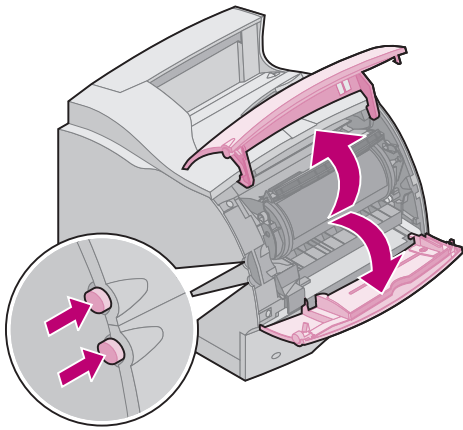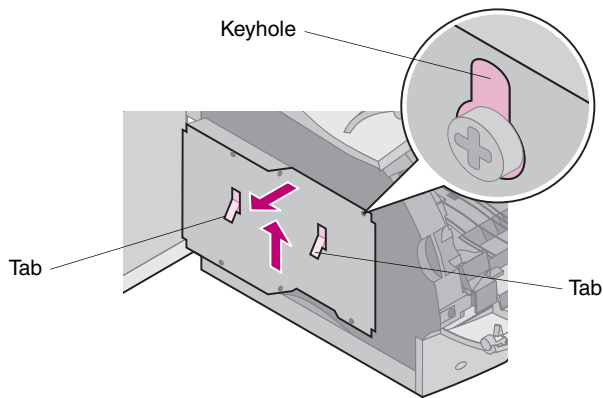
**5** Use the tabs to slide the shield up until the top three screws fit into the three keyholes on the shield.

**6** Hold the shield by the tabs and lift it off.

# Installing Printer Memory or Flash Memory

Memory connector 1

Memory connector 2

Memory connector 3
*T616(n) and T614(n)
models only*

**1** Follow the steps under "Accessing the Printer System Board" beginning on page 15.

**Warning!** Electronic components can be damaged by static electricity. Touch something metal on the printer before you touch the memory option.

Latch
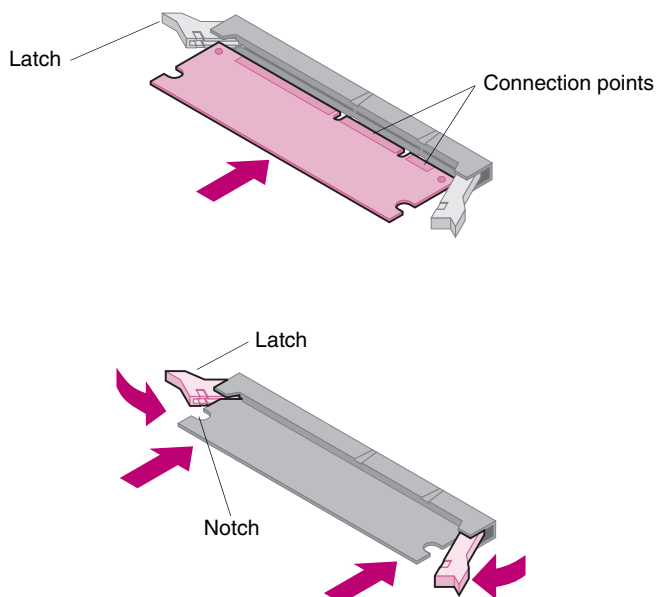
Connection points

**2** Unpack the memory option. Avoid touching the connection points along its edge. Save the packaging materials.

**3** Open both latches completely. Insert the memory option straight into the connector with the connection points pointing toward the system board as shown.

Latch

Notch

**4** Push the memory card firmly into the connector until it snaps into place. Make sure each latch fits over the notch located on either side of the option card.

**5** See "Reattach Shield and Close Doors" beginning on page 18 to reattach the shield and side door.